



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
State Laboratory Institute
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MEMORANDUM

TO: Lana Jerome
Director of Human Resources
Office of Health

FROM: Julianne Nassif
Director, Division of Analytical Chemistry

DATE: March 16, 2008

RE: Reclassification Request

I am recommending a maintenance reclassification for Daniel Renczkowski from a Chemist I to a Chemist II.

Mr. Renczkowski's responsibilities have increased steadily and significantly since his hire in 200X. His new duties include increasingly complex laboratory tests to identify illicit drugs submitted by local law enforcement and state entities. Mr. Renczkowski routinely tests samples involving large quantity drug seizures associated with drug trafficking cases. These samples involve a more complex testing scheme and frequently require court testimony to explain and defend the findings. In order to identify these drugs, Mr. Renczkowski performs a variety of wet chemical and instrumental analyses using sophisticated analytical equipment. Her job requires a thorough theoretical understanding and user proficiency for several different instruments; tasks include daily operation, calibration, trouble shooting and maintenance.

Mr. Renczkowski's duties and responsibilities are described appropriately as a Chemist II due to the complexity of the laboratory testing involved and added responsibilities involving court testimony related to drug trafficking cases. I recommend this maintenance action be approved. If you have any questions regarding this request, please contact me at 617-983-6651.